

**DEPARTMENT OF NATURAL RESOURCES
INSTRUCTIONS FOR BONDING
Boats, Snowmobile, ATV's and ORV's**

If you have a Bill of Sale and you do not have a registration/title (if titled) than you will need to contact the Department of Natural Resources at 515-281-5918 to start the bonding process.

Step 1: Determine if Boat/Snowmobile/ATV/ORV Has Been Previously Registered In Iowa.

- To check for the last known owner, you will need to have the following information if available:

1. Hull Identification Number for a Boat (HIN Number)

- This number is usually engraved or stamped in the hull transom or on a metal plate attached to the transom.

OR

Vehicle Identification Number for an ATV, ORV or Snowmobile. (VIN Number)

2. Registration Number

- A boat/snowmobile/ATV/ORV that has been previously registered in Iowa will sometimes display the registration number on the forward half of a vessel or vehicle.
- The registration number for a boat consists of the letter IA, a space, 3 or 4 numbers, a space, and one or two letters.
- For vehicles that were initially registered prior to July 1, 2003, the registration number for an ATV, ORV or snowmobile will consist of the letters IA, a space, two letters, a space, and 3 of 4 numbers.

3. Decals

- If a boat has been registered in Iowa, it will have been issued decals displaying the year the registration expires and an audit number. This information will make it easier to search our records.
- Call the Department of Natural Resources at 515-281-5918.
- Request a record search for your boat, snowmobile, ATV or ORV.

Step 2: Certified – Return Receipt Requested

- If the last known owner is located, the DNR will forward you a bonding packet with a letter that you will be required to mail – **certified – return receipt requested** – to the last known owner.

You are required to wait ten days from the date the letter is delivered to allow the last known owner to respond.

1. Exceptions to the ten day waiting period:

- If letter is returned undeliverable.
- A response from the last known owner is received relinquishing all rights to the boat/snowmobile/ATV/ORV.

2. Bonding Packet includes:

- Certified Letter addressed to the last known owner.
- Letter addressed to you listing up to four registered DNR Dealers which you can take your Vessel/Vehicle to for Appraisal.
- One Application Form.
- One Iowa Statutory Surety bond For Certificated or Registration and/or Title Form.

Step 3: Complete the Application

- Owner/Buyer Information Section.
- If more than one buyer, indicate whether the buyers would like the word “and” or “or” on the registration.
- If the word “and” is used, both owners must sign the registration in the event of a sale.
- If the word “or” is used, either of the owners can sign the registration in the event of a sale.

1. Iowa “Application For” Section

- Mark the appropriate box to indicate whether you are bonding a boat, snow, ATV or ORV.
- Mark box indicating that you are applying for a bonded registration.
- If there is a lien on the vessel, please indicate so by marking the box beside the word lien.

2. Boat Section – (For the bonding and registration of boats only.)

- Mark all pertinent information.

3. ATV/Snowmobile/ORV – (For the bonding and registration of ATV/Snowmobile

- Mark all pertinent information.

Step 4: Bonding Section “Determine the Value”

- Enclosed in the bonding packet is a letter listing the names, addresses and phone numbers of one to four Registered DNR Dealer’s in your area and an application that you will need to take along with your vessel/vehicle to have it appraised. The back of the application under the Bond Section of your application will need to be filled out by a Registered DNR Dealer.

Step 5: Inspection

- Contact your local conservation officer (name and phone number is on the letter) to have your boat/snowmobile/ATV/ORV inspected.
- The officer will verify the information contained in your application and ensure that the vessel or vehicle is not listed as being stolen.
- Once the officer completes the inspection be sure he/she signs the Bond Section of your application in the space for "Officer's Signature."

Step 6: Purchase a surety bond

- A bond form supplied by the Department of Natural Resources is to be used when writing this bond.
- The bond will have a life span of **three years** and will be for an amount equal to **one and one-half times** the current value of the vessel or vehicle.
- The bond shall be returned at the end of three years or prior thereto if the (snowmobile, ATV or boat) is no longer registered in this state and the certificate of title is surrendered to the department, unless the department has been notified of the pendency of an action to recover on the bond.
- Surety bonds are available through most insurance companies.

Step 7: Gather required documentation

- Submit photographs of the vessel or vehicle which show front, rear and one side of the vessel or vehicle.
- Submit the written **Bill of Sale** received at the time of purchase.
- Submit satisfactory proof of the identification number (photograph or readable pencil rubbing).
- Undeliverable or unclaimed certified letter and envelope (if applicable).

Step 8: Submit Application

- Attach the bond, photographs, proof of identification number, and written **Bill of Sale** with your completed application and mail to:

**Department of Natural Resources
License Section
Wallace State Office Building
502 East 9th Street
Des Moines IA 50319-0034**

Step 9: Review of your application

- If your application is complete, a determination will be made as to your eligibility to register the boat/snowmobile/ATV/ORV.
- If approved, a letter along with your original application will be sent to the County Recorder, with a copy to you, authorizing the registration of the vessel or vehicle.

